Information Technology Human Resources
CLASSIFICATION AND SELECTION PROJECT

MOST FREQUENTLY ASKED QUESTIONS (FAQs)
November 2007

GENERAL PROJECT QUESTIONS

1. Was legislation required to implement the Information Technology (IT) Human Resources (HR) Classification and Selection Project?

Assembly Bill 2241 (chaptered) was needed to authorize the use of Skills-Based Certification, a critical function for the IT selection system.

2. Is the selection process specific to the Information Technology (IT) classifications as provided in Assembly Bill (AB) 2241 or generic to apply to other areas?

At this time, the AB 2241 is specific to IT classifications. Expansion of this authority would require new legislation.

3. When will the proposed changes take place?

The classification plan is anticipated to be adopted by the five member State Personnel Board (SPB) in early 2008. However, the adoption of the classification plan is dependent on the implementation of a new selection and skills-based certification systems that the SPB is developing.

4. Will the classification, examination, and certification processes be changed simultaneously or gradually phased in?

The classification plan will be adopted first and employees reallocated to the new classes when the new selection systems are deployed. New examinations will be conducted and lists created at that time.

5. How will the new series affect the Department of Personnel Administration's (DPA) classification delegation to departments (i.e., Data Processing Manager IV level)?

This proposal will not change the delegation levels given to departments. It is anticipated that the improved allocation criteria will make it easier for departments to make allocation determinations for classes delegated to them.

6. What input did state agencies have in this process?

All departments were given the opportunity to participate in an on-line survey in the year 2005, which was developed and administered by the Information Technology Managers

Academy XII. This survey was used to develop the <u>IT Personnel Professional Development Curriculum and Catalog</u> (see <u><http://www.cio.ca.gov></u> **IT HR Project**). The validated skill standards for the functional groups identified by the Chief Information Officer (CIOs)/Department of Personnel Administration (DPA)/SEIU work group formed the basis of the consolidated classification concept. Since the survey validation, continuing input has been obtained from CIOs, human resources managers and SEIU. Updates have been provided at many CIO and IT events including the quarterly IT Council meetings and Government Technology Conference events. Workgroups represented by IT and human resources personnel from various departments continue to refine and enhance the proposed classification plan. Most recently, a steering committee was established to assist in guiding the selection system component of the Project.

7. What is the definition of Enterprise Systems Support (Functional Area)?

All proposed functional areas are defined in the draft specifications located on the State CIO's web site.

8. Will this "plan" make it difficult to retain and promote existing employees?

No, this plan will not make it difficult to retain and promote individuals. Departments will still have the option to test on a promotional basis, as needed. State employees will have the option to take new exams and demonstrate their skills in specific functional areas they feel they are proficient in, which would allow them to be considered for more job vacancies based upon a good job match.

9. The Governance overview does not reference the Union's involvement. Is the Union involved in the process? Isn't the Union's approval required?

SEIU Local 1000 has been an active member of the IT HR Project from its formal inception and has a representative at all Project team meetings. SEIU was active in support of AB 2241 and budget proposals needed to fund this Project. Per the Bargaining Unit 1 Agreement, formal meet and confer sessions will begin when the union is provided required notification of the classification proposal in Board Item format.

10. Will there be a website with information about the new processes?

Yes. You can view current information at: <u>http://www.cio.ca.gov/stateIT/ITHR/project.html</u>

11. So departments are more likely to go with the state's primary concern and just go with the SPB statewide exam because it is cost effective?

The primary concern is to develop and utilize the most effective, legally defensive testing tools that produce eligibility lists with qualified job candidates.

CLASSIFICATION QUESTIONS

1. What does the new classification structure look like?

The proposal for the new IT classification structure (still at the conceptual level) can be viewed at   http://www.cio.ca.gov/stateIT/ITHR/project.html:
Draft IT HR Classification and Selection - Classification Consolidation

2. What new IT classification will I transfer to and who will decide my new classification?

You will be placed in a new IT class that corresponds to your current IT classification. This will be explained later in the resolution section of the Board Item due to be completed in the Fall/Winter of 2007. You can find an illustration of the old and new class structures with the corresponding movement patterns on the Draft IT HR Classification and Selection Project Overview and Draft Classification and Selection Project - Classification Consolidation Chart

3. Will all Information Technology classifications be converted to the new structure. If yes, when?

All IT classifications will be converted to the proposed new structure when it is adopted and becomes effective. The current plan anticipates a Board item being presented to the five-member State Personnel Board for adoption in early 2008.   This provides time for planning, development, and testing, and the training for all affected parties, including employees, IT managers, IT supervisors, and agencies' personnel staff members.

4. How will the IT classification structure address changing technologies?

The proposed classes will reflect current technologies and work environments. As new technologies emerge, the classification plan will be modified to adapt to the changing needs and new technologies.

5. What promotional opportunities exist in the new classification structure?

Employees will have promotional opportunities at least comparable to those of your current classification, considering current IT classification, education, and experience. While the consolidated IT classification structure has reduced the number of IT classes, time-in-grade, education, and experience requirements will remain similar to the existing IT classifications. Employees may self-certify and test for all functional areas they feel proficient in, and may be certified for jobs in departments with appropriate vacancies for which they qualify outside of their current hiring department.

6. Which levels are currently and proposed "deep" classes?

The IT Technician I and IT Specialist Trainee class concepts have three alternate ranges: Range A (trainee), Range B (first entry), and Range C (second entry levels). The Alternate Range Criteria (ARC) will be similar to the current Assistant Information Systems Analyst

(ARC 278), and Computer Operator (ARC 281) classes. These deep class concepts will move employees primarily based on their "time-in-grade," when they met the requirements for a particular criteria, or upon the appointing power's recommendation.

The IT Technician II and IT Specialist III concepts have two alternate ranges: Range A and Range B. These two Ranges will include duties similar to ARC 433. The distinction between the ranges will be based on the differences in the allocation standards as approved by DPA and as outlined in forthcoming specifications. Range movement will also occur when the employee meets a particular criteria or upon an appointing power's recommendation.

[Deep classes are also created for the IT specialist III class.]

7. **How will this impact an Agency specific CIO class?**

The new class concept ends at the current Data Processing Manager IV level and will not impact specific Agency Chief Information Officer classes that were created to be paralleled to Career Executive Assignment (CEA) classes. These paralleled CEA classes were created as a vehicle to bring outside candidates into CEA positions.

8. **How do these new IT classifications compare to those in the private sector?**

The team looked at the private sector and other public sector classification models in devising the functional areas and sub-classes in this proposal. Project team members tried to capture the universe of IT classes, though it might be necessary to add one or two more functional areas. This classification plan is very consistent with most public and private sector schemes.

9. **How will I transfer from my current IT classification to the new IT classification as part of the initial class conversion?**

Employees will be moved laterally into the new classes by SPB Resolution. They will move straight across into the new class (Range) with little or no impact on salary. No examination or action will be required on by employees nor will employees be paid less than their current salary:

Current Classification	New Classification
Systems Software Specialist III	IT Specialist III, Range B ($5,909 - $7,540)
Senior Programer Analyst; Senior Information Systems Analyst; and Systems Software Specialist II	IT Specialist III, Range A ($5,378 - $6,864) ($5,388 - $6,875)
Staff Programmer Analyst, Staff Information Systems Analyst, and Systems Software Specialist I	IT Specialist II ($4,898 - $6,253)
Associate Programmer Analyst; Associate	IT Specialist I

Information Systems Analyst; and Associate Systems Software Specialist	($4,316.00 - $5,247)
Programmer II; and Assistant Information Systems Analyst, Range C	IT Specialist Trainee, Range C ($3,768 - $4,581)
Programmer I, Range B; and Assistant Information Systems Analyst, Range B	IT Specialist Trainee, Range B ($3,143 - $3,638)
Programmer I, Range A; and Assistant Information Systems Analyst, Range A	IT Specialist Trainee, Range A ($3,048 - $3,361)
Information Systems Technician Specialist II; and Computer Operations Specialist II	IT Technician II, Range B ($3,924 - $4,770)
Information Systems Technician Specialist I; and Computer Operations Specialist I	IT Technician II, Range A ($3,266 - $3,969)
Information Systems Technician; and Computer Operator	IT Technician I Range A: $2,398 - $2,776 Range B: $2,494 - $3,185 Range C: $2,832 - $3,614

10. Will there be salary steps within each IT classification as the previous IT salary step structure?

Currently, there are no plans to change the existing salary steps.

11. The previous proposal submitted in the 1990's included a principal level for a series other than one for Systems Software Specialist (SSS). Will the new proposal include a principal level for a series other than Systems Software Specialist?

Yes. The IT Specialist III, Range B will be the principal level.

12. If the Data Processing Manager (DPM) III and SSS III classes move into the same classification, will there be any differences between the two classes? In addition, can a DPM III still supervise a SSS III (Supervisory)?

The DPM III and SSS III classifications will merge into one single class (IT Manager I) that will have a supervisory and managerial component, depending upon the duties. There will be a managerial and supervisory IT Specialist III classification with the supervisory class defined parenthetically based on the specialty area. Usually, a DPM III does not supervise a SSS III (Supervisory), but a similar situation might be authorized in the future with the IT Specialist series.

13. Will existing classifications grandfather at a later date even if they are not appropriate at the present time?

Employees will be reallocated directly across to the comparable new classification, according to the classification plan schematic. Current issues of misallocations, out-of-class work and related problems will be addressed individually, and should not wait for resolution pending the new classifications.

14. How long will it take to progress from Range A to Range C within the IT Technician series?

> The progress from Range A to Range C will be the same progress as provided in the current structure (a minimum of 18 months, with 6 months in each Range).

15. Is DPA looking for another project manager classification?

> The DPA is presently involved in a study regarding the project manager functions within California State service. The study is identifying all of the common tasks and associated knowledge, skills, and abilities. This information will be taken into consideration when determining options available to recognize this function. This could include one or more new service-wide classes, a pay differential to existing classes, revisions to specifications to incorporate the function into existing classes, a combination of two or more thereof, or no action.

16. Will my California State service time be affected by my movement to a new IT class?

> No.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

1. How will the skills, functional areas, and classifications be linked?

> A job analysis was conducted that identified the various tasks performed today by each functional IT specialty. The knowledge, skills, abilities, and competencies needed to perform each task were also identified. Essentially, each task was associated with skills needed to perform that task. When the new classification structure is in place, jobs will be based on functional tasks and its associated skills. Future job descriptions may change to reflect the format and terminology applicable to the new classes.

2. Will the new classification structure limit my ability to promote?

> No. In fact, promotional opportunities may be enhanced as specialty skills are more accurately evaluated in a skill-based examination and certification environment.

3. Will I have to learn new skills to remain in my IT class?

> No. However, in order to become more competitive in promotional exams, you may need to develop your skills beyond their current level.

4. Will allocation guidelines be adjusted, for instance, where peers have the same essential KSA and high-level skill requirements, allowing essentially a flatter organization at higher levels?

> Allocation standards will be similar to current standards. Individual cases may be

reviewed.

EXAMINATION/TESTING QUESTIONS

1. **Do I have to take an examination to transfer to my new classification once the project has been implemented?**

   No. You will automatically transfer into your new IT classification per State Personnel Board's actions.

2. **Will the examination process be the only method for certification? Can a software certification, such as a Microsoft MCSE, be substituted for passing an examination?**

   As currently required, you must be successful in a State-administered examination in order to be certified from a list for appointment consideration.

3. **Will the rule of three ranks be retained?**

   Yes, the rule of three ranks will be retained in the context of the Skill-Based Certification process.

4. **If the rule of three ranks will still apply for these lists, how will the rule be applied if the skills a supervisor/manager is looking for are from a number of different functional areas?**

   The rules and procedures that were applicable to the old IT classes will transfer over to the new IT classes.

5. **How long will the eligibility lists be active?**

   As provided in the current structure, the eligibility list can remain active from one to four years depending on the needs of State service.

6. **Will testing be on a continuous basis?**

   Testing may be administered on a continuous or periodic basis, depending on the needs of State service.

7. **Will all examinations be centrally administered and by whom?**

   It is anticipated that open examinations will be administered by SPB and promotional examinations will be administered by state agencies with IT positions.

8. **Will the State continue to administer open and promotional examinations?**

   Yes.

9. Will I have to compete with outside (non-State) candidates for a promotion?

You may have to compete in an exam with non-State candidates, as in the current structure, for a class that would be considered a promotion for you. Such decisions are based on the availability of qualified state employees and the agency's hiring needs. In addition, some exams may be given on an open basis as a necessity to provide an extensive recruitment solution over the next few years to overcome the projected drastic reduction in the California state workforce due to retirements.

10. How long must I remain in my new class before I can take a promotional exam?

This depends on the minimum qualifications for the promotional class, but the requirements will generally be the same as those for the current class. Please refer to the applicable class specifications for this information.

11. Can state agencies give departmental open and/or promotional examinations for statewide classifications?

State agencies may conduct promotional examinations. And, at this time, SPB intends to conduct open examinations.

12. Can state agencies merge candidates from the open list with their own promotional lists?

No. The same provisions for priority of promotional exams over open exams will remain.

13. How will the new examination process test for soft skills?

The new examinations, as with current exams, typically do not assess soft skills. The assessment of non-technical skills is generally done by the supervisor in the hiring phase of the selection process.

14. How will I be notified of examinations?

Today, the SPB announces examinations on its website and state agencies also provide examination information. These processes will continue with the new IT structure.

15. Will the new system minimize a state agency's ability to give promotional examinations?

The proposal does not change a state department's ability to give promotional examinations; however, as with the currently structure, the department must be able to demonstrate that its examination is as valid or has enhanced statewide examinations (as required by federal law and professional personnel standards). It would seem less desirable for an individual department to bear the cost in dollars and staff resources to give a promotional examination when an open examination for the IT class is available on a continuous basis and could be used as a mechanism to promote internal candidates. Also, if a department gives a promotional examination, this list will take precedence before the

open list could be used.

16. How will the Project affect an individuals' ability to progress through IT classes? How can one promote to higher IT levels? Will one be required to take an open examination?

This proposal does not change the manner by which a candidate can transfer or promote to another IT class. As provided in the current structure, individuals will be eligible to take any open or promotional examination for any class they meet the minimum qualifications. Promotions will be effected by list appointment.

17. How will skill-testing be conducted (administered by a department, take at home test, etc.)?

Decisions about the precise testing mechanisms cannot be made until the class specifications are near completion. At this time, we do not anticipate giving a "take home" test as that type of testing does not measure the candidate's skills: rather it
asks a candidate to self certify that they believe they posses skills. This type of questioning is only appropriate when there is some other measure of skills, such as the possession of a license. We anticipate giving a computerized test administered by our testing center and in other locations throughout the state on a periodic basis.

18. How will this impact Limited Examination and Appointment Program (LEAP) testing?

Currently, the following LEAP classes exist: Information Systems Technician, Computer Operator, Assistant Information Systems Analyst, and Programmer I.
New LEAP classes will be created via the initial board item to parallel the replacement classes and the old LEAP classes will be abolished. The new process will not affect the alternative selection/hiring process for LEAP candidates.

19. If current State employees enhances their skills, can they re-certify to the next level and be eligible for an automatic promotion?

As with the current system, the requirements of the IT classification and the skills possessed by an individual are two different issues. An individual wishing to promote will need to:

- Meet the minimum qualifications for the promotional class;
- Achieve a passing score on at least one functional area at the next level;
- Be reachable on the certification list; and
- Be selected by the hiring authority as the best fit for the vacant job.

Currently, there are no "automatic" promotions, and there are no plans for this to change in the revised IT structure.

20. Does a promotion from an IT Specialist II to an IT Specialist III classification require an exam? Does a promotion from an IT Specialist III Range A to Range B require an exam?

A promotion from IT Specialist II to IT Specialist III requires an exam; however, movement from IT Specialist III, Range A to IT Specialist III, Range B does not require an exam because it is a reclassification based on the environment supported. It is not an automatic movement.

21. Will exam questions change over time?

As with all tests that are widely used, questions will be updated periodically.

22. If someone tests in one functional area and later develops expertise in another area, can they subsequently take additional tests in the other area?

Yes.

23. If someone meets certification requirements for 80% of the functional areas specified for a job, but is not qualified for the remaining 20%, will they be rejected for the job interview?

If they did not score high enough in any of the functional areas specified in the job announcement, they would not be certified for the position.

24. Which classes would Veterans ("Vets") points be applicable to?

Current law allows for the granting of veterans preference points to any examination that is given on an open or open non-promotional basis and qualifies as an entrance examination under Government Code section (GC) 18973.5. Entrance examinations are any competitive examinations, with the exception of the ones that require both college graduation (Bachelor's degree) and two or more years of experience. Please refer to Veterans preference GC sections 18971-18979. Additionally, until the actual classifications are determined and the minimum qualifications are decided, it is uncertain at this time which classes will receive these credits.

25. As a supervisor or manager, how can I promote one of my non-veteran employees, if most exams are open and veterans points can be applied? Won't the top ranks only consist of veterans?

Veteran points only apply to entry level positions. Moreover, based on historical data, veterans do not occupy the top three ranks in most cases.

26. It appears that testing will mostly be multiple-choice. Will the first oral interview be the actual job interview?

Yes.

27. Will Career Credits apply?

Career credits are granted only in examinations given on an open non-promotional basis. Career credits are awarded to any current state employee who has attained permanent civil

service status and participates in an open non-promotional examination. Our intention is to give the IT exams on an open only basis. Therefore, career credits would not apply.

28. Will the exam system be objective or subjective?

It is SPB's intention is to administer a written multiple choice test in the IT revised structure in order to ensure an objective selection measure.

29. How will the open and promotional/selection processes affect certification lists and preference points?

If a state agency administers a promotional exam for any of the new IT classes, that list will have priority over an open list created by SPB. Since it is SPB's intention to administer these exams on an open only basis, career credits will not apply and veterans' preference points will apply only to those classes that qualify for these points.

30. Would testing and DPA's promotional delegation policies change?

No. Allocation standards and policies would remain the same. However, DPA might establish some review teams to validate departmental implementation.

31. Currently, a Senior or Systems Software Specialist II must take a test to move to the Systems Software Specialist III classification; whereas, the new plan will allow the specialist to move from IT Specialist Range A to Range B without a test. Moreover, all lower level (and lower paid) staff members must test to advance. Therefore, doesn't this process give the greatest benefit to higher paid employees?

Advancement from IT Specialist III Range A to Range B will be based on duties. Range B requires greater expertise and a broader range of duties than Range A because of the particular environment supported, but the basic skill sets are the same. Therefore, there is no valid test to distinguish the skills of incumbents. Each of the other classifications requires a broader set of skills than the level below it, and therefore, requires a test to verify attainment of those skill sets by the applicant. The allocation criteria for advancement of a position from IT Specialist III Range A to Range B will require careful review by the departmental HR office or DPA.

32. Will there be any attempt to factor in knowledge tools and languages?

The proposed tests will consist of a core test that should encompass the basic IT knowledge needed to perform within the class structure and twelve functional areas. These functional tests will measure competency in each of these functional areas, i.e. application software development, database development, project management, etc. In addition to testing, specific questions related to core and functional area competencies could be asked in the filing process to assess the candidate's knowledge of tools and languages, which could be used as flags to the candidate's record. However, final decisions about the exam process have not been made at this time. If the candidate was to pass the core and functional area tests, it would be assumed he/she possessed the required skills to perform successfully in a position requiring the functional area knowledge.

33. Do you have to hire someone in a training position or with training experience to do training?

No, you do not have to hire someone in a training position or with training experience to conduct training; but you would want to hire someone with the competencies to be able to perform successfully in the position, and if that was training, it only makes sense to hire someone with those competencies.

34. Will the ranking system be on a consistent basis rather than on a curve, and will the level stay the same?

The proposed system would rank candidates on a consistent basis. The level would stay the same for each of the various levels established for each class within the series. Basically, once a passing point is set for each exam it remains consistent until the examination is revised.

35. If you do not pass the test, does it affect your overall score?

Yes, if a candidate was to not qualify for the core test, he/she would not be placed on the eligibility list, even if they passed one of the tests for a functional area. A competitor would need to pass the core competency test and tests for one or more of the functional areas in order to be considered for certification. The candidate would also have to be in a reachable rank using the skills based certification in order to be certified for a vacancy.

36. How often can one take these exams? If you have taken the test, how long do you have to wait until you can take it again?

Testing periods are determined by the following factors: type of test given; the reasonable amount of time it would take for a competitor to gain the appropriate knowledge, skill, or ability needed to perform the job one is testing for; and the need to not compromise the test material by overuse. Normally, testing periods are from 1 to 2 years in length. For the IT testing, no final decision has been made.

37. Will there be any limitation on how often a candidate can retake an examination?

As with the current system, there will be retest periods established for each class based on reasonable expectations of improved skills. However, if an individual did not take the examination component for a specific functional area, he/she may take that component at any point the candidate decides he/she is ready.

38. In the Specialist series, movement from the IT Specialist III Range A to Range B does not require an exam. However, in the supervisory series, a similar movement (from IT Supervisor IV to IT Manager) does require a test. Why is this?

In the Specialist series, the knowledge, skills, and abilities are the same for IT Specialist III Range A and Range B. Allocations are based solely on the environment supported. The comparable movement within the supervisor/manager series is from a second level

supervisor to a first level manager, which requires a different set of knowledge, skills, and attributes. Consequently, a new test is required.

39. Can you tell us what the exam process will be for the new IT classifications? Will it be an online exam?

The core qualifications will be assessed using a written test. A proctored environment is required for this testing format. The functional areas will be assessed using Training and Experience (T&E) evaluations, and separate T&Es will be developed for all levels within the functional areas.

40. Is the committee completing the job analysis for these classifications that Human Resource (HR) staff will be able to use? HR is currently working on the Programmer series job analysis for exams. Should we continue working on it since the new exams will be out until next year?

Departments have the jurisdiction to meet their testing and hiring needs while the statewide exams are being rolled out. Once each new SPB exam is released, old lists will be abolished.

41. What about current statewide exam lists? Will they be abolished?

When SPB releases new lists under a specific functional area, old lists under that functional area and level will be abolished. Departments will be given notice of when SPB exams and lists will be released.

42. Will departments still have flexibility for the type of exam they give – Education and Experience; Oral; and Written? As these exams have to be most rigorous, would they more likely be written? Or could departments still give educations and experience, or oral exams?

Core competencies will be assessed using a written exam format T&Es will be used to assess qualifications within every functional area. Both forms will be administered by SPB or by the department.

43. If a department wants to have their own exam, will they have to do the core plus all the functional areas, or only three or four areas?

SPB will develop an exam for every functional area in addition to core competency assessment. Departments may be able to administer the exams to meet their own needs.

44. What about promotional exams. Will departments be able to give their own promotional exams for the new IT classifications?

SPB will develop exams and test administration may be delegated to departments for promotional exams.

45. Will there be web-based tests for both department exams and statewide exams?

> The core exams will be written and will be only administered in a proctored environment. The T&E exams will be administered online. Department exams should only be posted online if they are a T&E.

CERTIFICATION QUESTIONS

1.   How is the revised certification process different from today's current process?

> Currently, if, for example, you take an Associate Information Systems Analyst exam and your name is placed on the eligibility list, and the top three ranks are certified as state agencies fill vacancies (regardless of the functional needs of the position being filled). Under the proposed certification process, a candidate will indicate what functional areas or skills he/she possesses, take the respective examination, and if the candidate passes the examination, the scores will be placed in a data bank for each functional area. Hiring state agencies will build position descriptions based on the specific functions and skills of a particular vacancy, and then request a certification list from SPB that reflects the requirements of the job. SPB will give agencies a list of eligible candidates that match the skills required of the position.

2.   What is the benefit of adopting a skill-based certification process?

> Hiring state agencies will receive eligible lists that more accurately satisfy job skill requirements. Candidates on the list will be considered for jobs that more closely match their experience and skills to the needs of the vacant position.

RECRUITMENT QUESTIONS

1.   Will job vacancies continue to be posted on the Vacant Positions Database (VPOS)?

> Yes.

2.   Will someone create templates for identifying the skill set requirements for a specific job?

> The SPB and DPA will work with software providers to automate the job creation process. They will notify state agencies when this information is available.

3.   Can a supervisor/manager, when developing a job description, waive a particular skill area?

> Yes. The most important element is the description of the position. It is currently anticipated that no skill area can comprise less than ten percent (10%) of the total job weight.

4. **From a hiring manager's perspective, which is more beneficial: hiring or interviewing people that have gone through the new classification procedures (knowledge and expertise have been qualified through examinations), or interviewing someone who laterally transferred into the class (may not have the same skill-set found in the new classification structure)?**

   From the hiring manager's perspective, it would be beneficial to consider both types of candidates. Candidates who have taken and passed exams based on their demonstrated skills and knowledge and those who laterally transferred into classes will both give the hiring manager the ability to find individuals with essential skills applicable to the vacant position.

SALARY

1. **How will these changes impact my pay?**

   Your salary will not be affected by the Project.

2. **Will I lose any pay as a result of my movement to my new class?**

   No.

3. **Does the Project adjust the IT salary structure?**

   This project is intended to build a new IT Classification and Selection structure that does not have a direct impact on pay. All compensation issues are addressed through the bargaining union process.

   When the classification proposal is developed in Board Item format and is ready to go to the SPB for approval, the DPA will submit formal notification to the union (Service Employees International Union, Unit 1). At that time, the union may request to meet and confer for the purpose of negotiating the classification and compensation under the terms of the Bargaining Unit 1 Agreement.

ADDITIONAL INFORMATION

1. **How can I find additional information about this initiative/project?**

   - As the project gets underway, planning information and scheduling activities will continue to be posted at http: http://www.cio.ca.gov/HRClassification.html.

   - Project Progress Reports will be published quarterly.

   - Review the current high level documents at:
     http://www.cio.ca.gov/HRClassification.html:

1. Memorandum from State CIO: Memo from the State CIO

2. Project Overview: Draft IT HR Classification and Selection Project Overview

3. Classification: Draft Classification and Selection Project - Classification Consolidation Chart

4. IT Skills-Based Certification Process: Draft IT Skills-based Certification Process Chart

5. Implementation Schedule: IT HR Project Schedule

2. Will you be making changes to the website to make it easier to find information on the IT classification project? Perhaps a very obvious link on the main page until this project is completed?

You can access information on the IT classification project by visiting the CIO web page at www.cio.ca.gov and click onto IT workforce and then to HR IT project.

Thank you for your interest and support of this important initiative.